Swanson Elementary PTO Meeting Minutes - April 19, 2016

In attendance: Lynne Thomas (President), Lisa Meder (Treasurer), Andrea Benslimane (Director of Special Events) Wendy Dorn (Director of Programming), Cindy Dries (Director of Fundraising), Sara Gauntt (Co-Director of Hospitality), Shelly Budde (Co-Director of Hospitality), Jen Beug, Jessica Gonzalez, Sarah Rykalder, Donna Pierquet, Manami Olveda, Washington Santos, Leandra Benadiba, Ashwini Nanjundappa, Laura Gundlach, Eda Esilaba, Christen Harwood, Holli Lenell, Anu Ramachandrala, Kimberli Potteiger, Kori Hartman

A. Opening (Thomas)

Thomas called the meeting to order at 6:35 PM.

B. Review and Approval of February Minutes (Thomas)

After review, Pierquet motioned to approve; Gauntt seconded. Minutes approved.

C. Principals' Report (Hartman)

1) Safety during construction – Hartman is working closely with the Swanson Facility Manager, the District Facility Director, and the Site Manager from CG Schmidt to ensure that safety measures are in place during the construction process. For example, the Site Manager has a desk by the receiving doors, and doors are only open when he is at his desk. Parent pickup has been relocated to the side of the building, and is up to 8 spots – there was an issue with ice on that side of the building, so the water was rerouted over spring break. Hartman informed the PTO that the workers undergo background checks, and have no contact with the students. In an effort to include the students in the ongoing construction process, Joe Schmitt from CG Schmidt, will teach a SwansonFest class, and the Site Manager may make an occasional announcement to update the students on progress.

2) Enrollment analysis update – We are currently aware of only a handful of students that are planning to switch schools next year. No families currently living in the Swanson zone will be asked to leave for the next school year. Thirty-one intra-district and open enrollment families have been asked to go to their home school or another school in the district. The Board will decide if 5th grade students will be grandfathered in. The task force will work to present a recommendation to the Board by the end of July/early August. Hartman is working to staff the building based on current enrollment, and will be hiring a 3rd grade teacher (Mrs. Hebein is retiring) and a 4th grade teacher. She will also hire two teachers in Kindergarten (Michelle Bauman will be an assistant next year) and a 1st grade teacher. Hartman will also hire another full-time PE teacher and the new Associate Principal. Based on need, a modular may be placed in the back of the building for extra square footage. The modular will likely be used as extra breakout space, learning lab space and/or music space.
D. President's Report (Thomas)

1. Suggested uses for fundraising profit – The PTO currently has $25,000 in extra funds. Ideas for these funds include Makerspace equipment (perhaps mobile carts); flat screens for announcements and pictures - one in the lobby and two in the cafeteria (Thomas priced these at $500 - $1000 each); adding an electronic component to the outdoor Swanson sign (Brookfield now allows electronic signs, but the message can only change once per hour); outdoor classroom space; and replacing the bark chips on the playground (Brian has someone coming to give a quote). Potteiger suggested purchasing wrestling mats so we can hold wrestling at Swanson during the off-season. Mr. Dave would need to oversee this purchase, and storage may be an issue. Gonzalez suggested providing scholarships for before or after-school programs. Thomas stated that we can add this to the budget for next year. Dorn suggested adding displays in the lobby showcasing different aspects of our school community, and perhaps form a committee around lobby improvement. PEACE themes can be displayed here, as well. Pierquet, who works at Mt. Mary, informed the PTO that art students may be able to help with the lobby design as a school project. Hartman mentioned that a cavinova was recently purchased for the lobby. Students may be able to sign up for shifts to play during arrival and dismissal.

2. Committee Chairs for 2016-17 – Open chair positions for the 2016-17 school year include Family Fun Night, Scrip, Summerbridge, Teacher Appreciation Week (at least one person, maybe two). Budde suggested eliminating the Scrip fundraiser as a way to streamline fundraising. Thomas will share a form that specifies committee chair commitments.

3. Board Position Nominations for 2016-17 – Open positions include President, Treasurer, Secretary, Director of Special Events and Director of Programming. Cindy Dries will remain in her position as Director of Fundraising, and Shelly Budde and Sara Gauntt will remain in their positions as co-Directors of Hospitality. Thomas nominated Wendy Dorn for President, Jessica Gonzalez for Secretary, Sara Rykwalder for Treasurer and Kimberli Potteiger for Director of Special Events. Additional nominations will be accepted until voting occurs at the next PTO meeting on May 17th. Many thanks to Lynne Thomas, Lisa Meder, Andrea Benslimane and Robyn Rubenstein for their service on the PTO Board.

E. Treasurer's Report (Meder)

1) 2015-16 Budget Review – Parents' Night Out Auction raised $2,974.25. Thank you to Shelly Budde and the auction committee for all of their hard work with this fundraiser.
2) Current Status – Total cash as of April 7th was $54,263.78, with a checking register balance as of April 18th of $51,450.54.

F. Committees

a. Restaurant Nights (Thomas for Angela Sidebottom) – Our next Restaurant Night will be at Jason’s Deli on Tuesday, April 26th from 5-9 PM. Swanson will receive 15% of sales. There will be another Restaurant Night on May 19th at Panera on Greenfield from 4-8 PM.

b. Battle of the Books (Rubenstein) – The students have started battles, and will continue to battle for the next 4 weeks. Battle of the Books will not meet on Thursday, May 5th due to the conflict with Muffins with Mom.

c. G&T (Jen Beug-Hoffman) – The next meeting of the Gifted & Talented Parent Advisory Organization will be on April 20th at 9 AM at the Central Administration Office, room 100. The meeting will focus on fostering creativity in gifted children. Brookfield East’s art teacher will be presenting. Minutes from this meeting will be available on the Elmbrook Website.

d. Fifth Grade Recognition (Thomas for Mary Beth Bartels and Sarah Delgadillo) – The committee is considering purchasing “buddy benches” as the 5th grade gift. The ice cream sale for Friday has been canceled.

e. Teacher Appreciation Week (Thomas for Jen Peterson and Lisa Fanning) – Jen and Lisa have planned a full week of appreciation, including a staff lunch each day, and a daily theme that students can use to show appreciation. There is a Signup Genius for food donations. Gauntt suggested communicating that families do not need to participate in all daily themes, but can choose from the list of suggestions.

f. Muffins with Mom/BOGO Book Fair (Kimberli Potteiger) – Muffins with Mom will run for three mornings from 7:45 – 8:20 AM on May 4-6. Teachers from each grade level will stay with students from 8:20-8:40 (after the moms leave). Prior to the event, teachers will work with students to create posters for the moms. All Kindergarten students are off on Friday, May 6th, so these families can choose to attend on Wednesday or Thursday. Several volunteers are still needed for Muffins with Mom and the Book Fair, especially on Friday.

h. SwansonFest (Lynne Thomas) – The committee will finalize instructors tomorrow, and will meet on Thursday to go over volunteer and food needs. There will be about 50 classes this year. If needed, the committee will use outside businesses to run additional classes. A Signup Genius will be sent out next week asking for volunteers and donations. In a few weeks, brochures outlining available courses will go home with students, and Brian will send an
email with registration information. A new scheduling software will be used this year.

i. Summerbridge sale (Thomas for Zainab Khan) – Orders for Summerbridge workbooks are due on May 25th, but workbooks can be ordered from the Learning Shop through the end of June. The PTO will receive a portion of sales as gift cards to the Learning Shop. The gift cards will be raffled off to the staff at the beginning of the next school year.

j. Family Fun Night (Beug for Sue Kaloti) – The Wiburg Aquatic Center has been booked for June 3rd from 5:30-8:30 PM. The rain date will be on June 10th from 8-10 PM. Sue is reconsidering the need for a DJ at the event. Potteiger suggested replacing this event with a movie night in the future.

k. Cultural Events (Wendy Dorn) – At a recent meeting, the committee discussed offering several new SwansonFest classes, which will increase the cultural component throughout the Swanson community. Dorn is also looking into holding a “Wax Museum” for students to walk through, highlighting different cultures, and is working to figure out the logistics of such an event.

G. New Business/Open Forum

1. Run for the Hills will take place this Sunday at 12 PM at Mitchell Park. There will be a kid’s fun run, 2K walk, 5K run and Mascot run. The cost is $18 per person. Registration and additional information is at WHMSrunforthehills.org.

2. Laura Gundlach suggested offering more social events as a way to meet other parents, especially for incoming kindergarten families. In addition to the Ice Cream Social, perhaps hold more grade specific functions such as bowling or Pump it Up. Incoming kindergarten families can have Playground Dates prior to or at the beginning of the school year as a way to meet each other. Laura will work with Holli Lenell and another Swanson mom to organize these dates. Kori will announce these dates at the May 6th KG orientation.

H. Adjournment (Thomas)

1) Dorn motioned to adjourn at 8:31 PM; Gauntt seconded. Meeting adjourned.

2) The next meeting of the Swanson PTO will take place on Tuesday, May 17th at 6:30 PM in the Swanson library. Board Elections and Budget Planning for the 20116-17 school year will take place at this meeting.
Important Upcoming Dates

4/22  Fifth Grade Recognition Ice Cream Sale
4/26  Jason’s Deli Restaurant Night, 5-9 pm
5/2   Last day to turn in Labels for Education
5/2-5/6 Teacher Appreciation Week
5/4   Muffins with Mom (last names A-I), 7:45-8:20 am
5/5   Muffins with Mom (last names J-Q), 7:45-8:20 am
5/6   Muffins with Mom (last names R-Z), 7:45-8:20 am
5/4-5/6 BOGO Book Sale, 7:45-9:00 and 11:15-1:00
5/6   Kindergarten Orientation
5/13  Fifth Grade Recognition Ice Cream Sale
5/17  PTO Meeting, 6:30 pm
5/19  Panera Restaurant Night, 4-8 pm
5/25  Summerbridge in-school orders due
5/27  SwansonFest, 9 am – 3 pm
6/3   Family Fun Night @Wirth Pool, 5:30-8 pm
6/8   Fifth Grade Recognition Ceremony and Reception, 1:20 pm
6/10  Family Fun Night Rain Date, 8-10 pm